



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	PROJECT TECHNICIAN III
3	<b>Posting Number</b>	PN# 112564
4	<b>Department</b>	Department of Public Works & Engineering
5	<b>Division</b>	Engineering and Construction Division
6	<b>Section</b>	Construction Branch
7	<b>Reporting Location</b>	611 Walker, 17 <sup>th</sup> Floor
8	<b>Workdays &amp; Hours</b>	M - F, 8:00 a.m. – 5:00 p.m.*
		*Subject to change

- 9  
**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Oversees the coordination, general administrative, C.A.D. drafting and technical support activities to develop, prepare and implement strategies and plans for various Survey projects. Directs personnel in drafting, designing and plotting activities. Develops and draws plats and profiles. Conducts plan reviews. Performs field checks. Coordinates and monitors equipment and system repairs. Handles inquiries from general public and staff personnel. Coordinates implementation of contracts, projects, and plans. Serves as liaison to departments and agencies.
- 10  
**WORKING CONDITIONS**  
The position occasionally requires stooping or bending. Occasional moderately heavy lifting up to 40 pounds may be required. The work does occasionally require working in an outdoor environment, exposure to harsh weather, traffic and creatures that live in that environment.
- 11  
**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires an associate's degree in surveying, drafting, designing or a closely related field.
- 12  
**MINIMUM EXPERIENCE REQUIREMENTS**  
Four (4) years of related experience such as engineering, surveying, C.A.D. drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.
- 13  
**MINIMUM LICENSE REQUIREMENTS**  
Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
- 14  
**PREFERENCES**  
Preference will be given to candidates with survey technician experience who have worked in a land-surveying environment and understand the terminology, nuances, boundary recovery evidence & procedure, field applications and error propagation of boundary surveying.
- 15  
**SELECTION/SKILLS TESTS REQUIRED**  
Applicants must submit a paper copy of a finished survey plat accompanied with copies of the appropriate deeds, calculations, adjustments and closure printouts, all processed and CAD drawn by the applicant. This information should be scanned in a .tif image format and made a part of the resume submitted by those applying online or attached to the application for those submitting in person.
- 16  
**SAFETY IMPACT POSITION**      ☒Yes    ☐No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17  
**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  

**Salary Range - Pay Grade 17**  
\$992 - \$1,404 Bi-weekly      \$25,792 - \$36,504 Annually
- 18  
**OPENING DATE**                      August 16, 2006
- 19  
**CLOSING DATE**                      Open Until Filled
- 20  
**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**